Reg. No. KRNA—25.

Karnataka Gazette

PUBLISHED BY AUTHORITY

Vol. 109 | BANGALORE, THURSDAY, SEPTEMBER 5, 1974 (BHADRAPADA 14, SAKA ERA 1896) | No. 36

PART I

IMPORTANT GOVERNMENT ORDERS

CHIEF SECRETARIAT

(GENERAL ADMINISTRATION DEPARTMENT)

Economy in use of papers—further instructions regarding—

READ :—

1. G.O. No. GAD 129 OOM 62 dated 21st November, 1962.
2. O.M. No. GAD 39 TSM 70 dated 8th February 1971.
3. Circular No. GAD 19 TSM 74 dated 15th May, 1974.
4. Circular No. GAD 20 TSM 74 dated 29th May, 1974.

ORDER No. GAD 46 TSM 74 BANGALORE, DATED THE 14TH AUGUST 1974.

Detailed instructions regarding avoidance of wastage in the use of paper and stationery in Government Offices have been issued from time to time. In view of the prevailing difficult situation on account of shortage of paper, it has beome necessary to reiterate certain existing instructions and to introduce further economy measures for conservation of paper. Accordingly, it is directed that the following economy measures shall be enforced with immediate effect:—

1. Writing/typing on both sides of the paper;
2. Typing of notes, letter etc., in single space.
3. Reducing the size of the marginal space in notes and communications ;
4. For preparing drafts consisting of only a few lines, half sheets shall be used;
5. In the case of simple and clear drafts no typed copies should be made as office copies ;
6. Tour programmes should be circulated only to those concerned and not to all and sundry ;
7. The practice of using embossed letter heads and blank inland forms for making office copies shall be discontinued forthwith;

8. Keeping the printing/cyclostyling of copies of reports, documents, etc., to the barest minimum ;

9. Wherever the matter permits and where there is no need for a permament record, notices for meetings, reminders of letters etc., shall be communicated on telephone,

10. Making notes and correspondence as brief as possible ;

11. Re-use of envelopes, through the use of address slips ;

12. Envelopes of different sizes shall be used consistent with the requirements of each case ;

13. As far as possible more than one letter intended for the same addressee shall be included in one cover ; and

14. Obsolete forms or paper retrieved from old records shall be systematically pressed into service for making covers and envelopes. Old paper of which one side is blank shall be used for drafting or making rough calculations.

2. Attention of the Secretaries to Government is invited to the instructions issued in the Circular No. GAD 19 TSM 74 dated 15th May, 1974 regarding review of periodicals and returns and they are requested to take necessary action as required therein.

3. The Secretaries to Government and the Heads of Departments are requested to ensure that these measures are implemented by Departments, Organisations and other Bodies under their administrative control as well as official/semi-official/non-official bodies in receipt of Government grants and assistance.

By Order and in the name of the Governor of Karnataka

M. SANKARANARAYANAN,

Joint Secretary to Government,
General Administration Department.
(Efficiency Research Bureau)

168

Transfers of Government servants—Further instructions in view of Economy Measures.

OFFICIAL MEMORANDUM

No. GAD 4 STR 73, BANGALORE, DATED THE 17th JUNE 1974.

In Official Memorandum No. GAD 4 STR 73, dated 19th April 1974 instructions were issued to transfer Government Servants who have been staying in a place for over 4 years especially Government servants working in offices located in Bangalore. Thereafter, certain economy measures have been ordered in Government Order No. FD 13 BUD 74, dated 16th May 1974, one of which is to defer the transfers of Government servants in the normal course. Government therefore direct that the instructions issued in Official Memorandum No. GAD 4 STR 73, dated 19th April 1974 may be held in abeyance as long as the economy orders are in force.

SYED KARIMULLAH KHADRI,

Under Secretary to Government,
General Administration Department
(Service Rules).

91